

Annual Immersion Courses for Primary & Secondary School Teachers in Lyon



**Supported by The European Union
Erasmus+ Programme**

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Section 1

Registration & Financials

Registration

Important information

British Council / Léargas paperwork

Payment of course fee

Registration

Should you wish to reserve a place on one of our courses (**see our Brochures for course dates**), please send an e-mail to immersions@lfee.net with your name, address, contact number and the dates of the course you would like to attend.

We will reply as soon as possible and let you know how to apply for Erasmus+ funding.

Important Information

Travel arrangements to Lyon **should only be made once you have been notified** by the British Council/Léargas that you have been awarded funding for the course **AND once you have had confirmation** from LFEE Europe that the course you registered for is going ahead (courses will be cancelled if less than 8 participants receive funding).

It is the participant's responsibility to book and pay for their travel to France and to organise their own travel insurance (the travel insurance cost can be paid from your grant money). See [Travel section](#) below for more details.

Please note that if you withdraw from the course anytime during 4 weeks prior to the start date, we reserve the right to charge a cancellation fee of 20% of the total fee payable to LFEE Europe. This fee is to cover the cost of accommodation cancellation charges. If you withdraw due to medical reasons, this fee is not applicable.

British Council/Léargas paperwork

Upon notification of a successful application for Erasmus+ funding, British Council/ Léargas will forward a **Grant Agreement** document to your School. This document should be signed by your Headteacher and returned to British Council/Léargas. Payment to your School of the first 70% of the funding will follow thereafter. Travel bookings can be paid for using this first tranche of funding (N.B. for Summer Courses: You may not always receive the first 70% in time to book your travel, and you/your school will have to decide on alternative financial arrangements)

Once you have returned from the course, you/your School will be required to complete a **Final Evaluation Report** and submit it to British Council/Léargas. This will then enable the final 30% of the funding to be paid to the School.

Timescales of receiving the Grant Agreement document, funding and submitting the Final Evaluation Report vary between National Agencies. Please make sure that you read all communication and documentation you receive from British Council/Léargas carefully and that you sign/send back any documents that they require to complete the grant allocation process.

Payment of course fee

For participants attending a Summer Course, LFEE Europe will send you an Invoice addressed to your School after you have attended the course. This is for the cost of your course tuition fee, accommodation and subsistence. This Invoice only becomes payable once your School has received payment from British Council/Léargas. A receipt will be issued upon payment. For all other courses, you will receive an Invoice together with your Confirmation Paperwork and the same conditions apply as above.

Section 2

Accommodation & Subsistence

Hotel and facilities

Classes

Money to bring on the course

Meals

Hotel & facilities



In Lyon you will be staying at

**Hôtel Restaurant Campanile
Lyon Centre - Berges du Rhône
4-6 Rue Mortier, 69003 Lyon**



The hotel is very well located, very close to the city center.

Accommodation is provided in individual en-suite rooms. The rooms are equipped with an electric kettle. **Note that the tap water in the rooms is drinkable.**

There are TV and radio facilities in your room.

Free Wi-Fi internet access is available in your room.

If you wish to stay an extra night before and/or after the course (at your own cost) we can organise this direct with the hotel for you. **This is dependent on availability.**

Classes

Classes will take place at the hotel or in a location to be confirmed nearer the time of your course, easily accessible via public transports. **You will receive a Travel Pass should the classes not be held at the hotel.**

Money to bring on the course

All meals, coffee breaks, cultural visits and evening activities are provided free of charge.

Other: programmed cultural activities are provided free of charge. You will need to bring some money for your personal expenses and any non-programmed activities

Travel: you will have to pay for your transfer from airport/station to the Hotel in Lyon (this is covered by your grant allowance).

Meals

Breakfasts: breakfast bar at the Hotel from Sunday morning to Saturday morning.

Lunches and coffee breaks: from Sunday lunchtime to Friday lunchtime. You will receive a cash allowance at the beginning of the course for your “free lunches” (and coffee breaks if applicable). There are many sandwich shops, cafes and restaurants close by.

Dinners: from Sunday evening to Friday evening. Dinners taken with the group will consist of a **set menu** with a vegetarian option. Friday evening, you will be served **drinks and nibbles/finger food** at the Hotel. Meals will cater for food allergies and intolerance, but we cannot guarantee that food preferences will be met. Meals include a half bottle of wine per person per meal. Thereafter any drinks you wish to purchase are at your own expense. You will also receive a cash allowance for your “free dinners”.

Section 3

Travel

Airports

French train timetable & tickets

Getting to the Hotel



Airports

The airport in Lyon is **Lyon-St Exupéry airport**. Taxi ranks are located outside Terminals 1 and 2 of the airport. A standard journey to the hotel should last about 40 minutes and cost approx. 50-55€ during the day and 70-75 € at night (prices at time of writing). **A shuttle tram service is also available (see next page for details).**

Low-cost airlines also fly to **Grenoble** airport at certain times of the year (shuttle bus to *Lyon Part Dieu* by reservation only, see www.agbus.fr) and **Geneva** airport (train from Geneva to *Gare de Lyon Part-Dieu* would take approx. 2h)

Lyon is also easily accessible via **Paris Charles de Gaulle airport** or **Paris Gare de Lyon station** (see next page for details).

Train timetables & tickets



French trains (SNCF) websites for reservations and train times :

(N.B. Information accurate at the time of writing (May 2016); conditions of sale may change unexpectedly)

www.voyages-sncf.com

(tickets from this site can be collected from machines once in the French station, with the credit card used at the time of booking; tickets can also be printed at home in the form of an e-ticket)

www.voyages-sncf.eu

(tickets from this site can be sent to your home address, or be printed at home in the form of an e-ticket)

Getting to the hotel (1)

From Lyon-St Exupéry airport

1. Take the **Rhôneexpress Tram Service** from the airport and stop at **Gare Part-Dieu Villette** (terminus). For more information on the Rhonexpress service go to: <http://www.rhonexpress.fr/>
2. Walk through Part-Dieu train station to the other exit (**Porte Vivier Merle**)
3. Take Tram T1 (in the direction of **Debourg**) at station **Gare-Part Dieu Vivier Merle**
4. Get off the Tram at station **Liberté**. Walk along the *Cours de la Liberté* and take the third right into *rue Aimé Collomb* then take the first left into *rue Mortier* (see map on next slide)

From Gare SNCF Lyon Part-Dieu

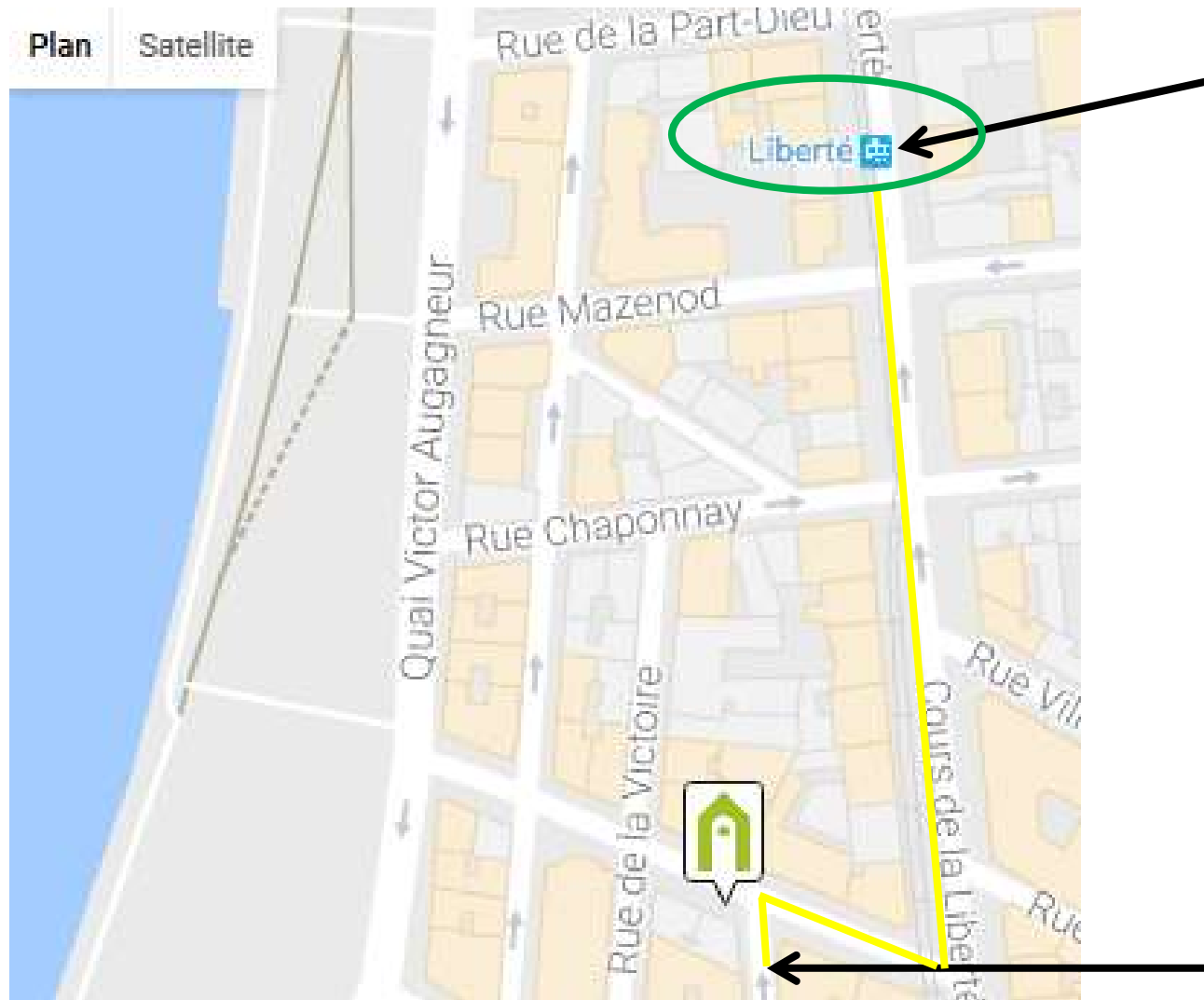
Exit station from **Porte Vivier Merle**, then follow instructions above from Step 3.

From Paris Charles De Gaulle airport

Take the **TGV** from **Gare SNCF Paris Charles de Gaulle** (situated within Terminal 2) or **Gare SNCF Paris Gare de Lyon** (central Paris) to:

- **Gare SNCF Lyon Part-Dieu** (follow instructions above)
- or **Gare SNCF Lyon Perrache** (the hotel is 10 minutes walk form Lyon Perrache, see map on next slide)

Getting to the hotel (2)



Tram stop

**Hôtel Campanile
4 Rue mortier**

Section 4

Course Information

Course Programme

Preparation work

What else should I bring on the course?

GTCS information

***LFEE Europe* contact details**

Course Programme

You will find sample Day-to-Day programmes for all our Primary and Secondary courses on our website. **An updated course programme will also be sent out to you a few weeks before your course starts.**

Preparation work

Prior to attending the course, participants will be sent a link to a google drive file with documents to help them prepare for their Immersion Course:

- A folder with documents to help with linguistic preparation and practical information
- A folder with articles on language teaching and learning to read prior to attending the course

What else should I bring on the course?

- During the course, we will give participants some time to exchange ideas of good practice. You might therefore want to bring with you ideas and resources to share with colleagues on paper, USB key or any other suitable format.
- You may also want to bring the following:
 - A tablet, iPad or smartphone
 - A digital camera
 - A small dictionary
 - Comfortable shoes for walking during cultural activities



GTCs Professional Recognition award (for Scottish teachers only)

- LFEE Europe's language programme has been accredited with **Professional Recognition by GTC Scotland**. This means that if you take part in one of our Immersion Courses, you can apply for Professional Recognition by the GTCS.
- This award will recognise your expertise and accomplishment in this programme, giving you the opportunity to be acknowledged as a **proficient practitioner in the learning and teaching of languages**.
- This is a 12-month process, starting with **a baseline assessment** before the Immersion Course starts (we will provide the template), through to **measuring the impact** of the course on you/your learners, **submitting** a short essay and **presenting** it to a small panel 6 months after the course.
- GTCS Recognition is NOT compulsory for Scottish teachers attending one of our courses. However, should you wish to find out more about the process and/or to register, please contact us and we will send you the **participant's handbook to the Award for Professional Recognition**.

Contact details

Should you have any query regarding our courses, please do not hesitate to contact us:

Ros Main or Richard Tallaron
LFEE Europe
The Green House
41 St Bernard's Crescent
Edinburgh EH4 1NR

Tel: 0131 343 2222

immersions@lfee.net

or

richard@lfee.net